How to Change Primary Admin in QuickBooks Online: Step-by-Step

Introducing…
QuickBooks® Online

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Please note that only the current Primary Administrator has the authority to change the Primary Administrator role. Here's how you can do it:

Step 1: Sign into QuickBooks Online Sign into your QuickBooks Online account with your existing Primary Administrator credentials.

Step 2: Access User Management From the Dashboard or the left-hand menu, click on the "Settings" or "Gear" icon, and select "Manage users" or "Manage Users and Roles" from the drop-down menu.

Step 3: Select New Primary Administrator On the "Manage users" or "Manage Users and Roles" page, locate the user whom you want to assign as the new Primary Administrator. Click on the user's name to access their user details.

Step 4: Edit User Details In the user details page, click on the "Edit" or "Gear" icon next to their name to edit their user details.

Step 5: Change User Role In the user edit page, scroll down to the "Role" section and select "Primary Administrator" from the available options. Note that the new Primary Administrator should already be an existing user with an active account in QuickBooks Online.

Step 6: Save Changes Click on the "Save" or "Done" button to save the changes and update the user's role to Primary Administrator.

Step 7: Confirm Changes Confirm the change when prompted. QuickBooks Online may ask you to confirm the change by entering your own password or providing additional authorization.

Once the changes are saved and confirmed, the selected user will be assigned as the new Primary Administrator in QuickBooks Online, and they will have full access and control over the account settings, users, and financial information. It's important to choose a trusted user to be the Primary Administrator and review the new Primary Administrator's responsibilities and permissions carefully before making the change.

Who is the Primary Administrator of QuickBooks Online?

QuickBooks Online is a cloud-based accounting software developed and maintained by Intuit, and the Primary Administrator is typically the user who initially signs up for the QuickBooks Online account and has administrative privileges to manage the account settings, user access, and other administrative tasks. If you are looking for the current Primary Administrator of a specific QuickBooks Online account, you would need to check the account settings within that specific account or contact Intuit directly for the most up-to-date information.

Thank You

Url:- https://quickcustomerservices.com/change-primary-admin-in-quickbooks-online/

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